

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, January 3, 2017, 6:00 p.m.**

**Selectboard:** Cliff Peterson, Rick Heh and Kurt Johnson

**Town Staff:** RaMonna Sheppard, Brian Bigelow and Pam Shover

**Public:** Fisher Wagg (MMCTV), Stacy Turkos, Phil Jacobs, Matthew Martelle, Peter Czaja, Susan Thomas, Roger Frey, Scott Tower, Livy Strong and Paul Noel

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Add budget discussion to Old Business.

**6:01 p.m. Public Comment Period.** No comments.

**6:02 p.m. Executive Session**

Chair moved to enter into Executive Session with Lister Pam Shover and Human Resource Director RaMonna Sheppard under 1 VSA §313(a)(3) to discuss a personnel matter. Rick Heh seconded and the motion passed 3-0. 6:46 p.m. - On a motion by the Chair, seconded by Rick Heh and passing 3-0, the Selectboard exited Executive Session.

Chair moved to clarify the Listers' Salaries FY18 budget line: On July 1, 2017 Lisa Abair will receive a 3% increase on her current hourly rate of \$15.45. On July 1, 2017 Pam Shover will receive a 3% increase on her current hourly rate of \$23.32. On July 1, 2017 Lori Frohock will receive a 12% increase on her current hourly rate of \$18.03. Frohock's 18 years of appraiser experience and her original hire for clerk functions were cited by Board as the rationale for the larger increase. The increases either are or include, as appropriate, the 3% across the board increase budgeted for FY18. Rick Heh seconded and the motion passed 3-0.

**Jericho Underhill Park District.** Paul Noel met with the Selectboard to discuss his interest in the vacancy on the JUPD Board of Trustees. Mr. Noel has previously filled a term on the Board. JUPD bylaws have midterm vacancies filled by Selectboard appointments for the duration of the term. The term runs to Town Meeting 2019.

Cliff Peterson moved to appoint Paul Noel to the Jericho Underhill Park District Board of Trustees for the remainder of a three year term that expires March 2019. Rick Heh seconded and the motion passed 3-0.

**6:50 p.m. Access Permits**

**Phil Jacobs, re: Final Approval Min's Lane.** Phil Jacobs met with the Selectboard for Final Access review and approval for the subdivision road serving his recent three lot subdivision off Jacob's Hill Road. No changes to the design that received preliminary approval from the Selectboard on 5/24/16.

Cliff Peterson moved to approve the Min's Lane Final Access application of Phil Jacobs subject to the standard conditions: that it be constructed in accordance with the submitted drawings, to include erosion

prevention and sediment control practices, and adherence to the local ordinance which references VTrans standards. Rick Heh seconded and the motion passed 3-0.

**Matthew and Alicia Martelle (MN009).** Matthew Martelle met with the Selectboard for access review and approval for a residential driveway serving Lot #10/MN009 off Min's Lane. Proposal is for driveway off the end of Min's Lane. Application includes O'Leary-Burke drawing entitled 'Lot 10 Building Permit Sketch for Matthew Martelle Subdivision Underhill, Vermont', dated 5-10-16.

Cliff Peterson moved to approve the Access application of Matthew and Alicia Martelle subject to the standard conditions: that it be constructed in accordance with the submitted drawings, to include erosion prevention and sediment control practices, and adherence to the local ordinance which references VTrans standards. Rick Heh seconded and the motion passed 3-0.

### **7:03 p.m. New Business**

**FY16 Audit.** Finance Director Mona Sheppard and Selectboard discussed the recently completed FY16 audit. The Selectboard congratulated staff on a clean audit with no Management Letter.

**Appraisal Services Contracts.** Selectboard reviewed two proposed contracts with Kermit Blaisdell. The two contracts cover a total of 18 months to match up with the Town's July 1 – June 30 fiscal accounting year. Contracts have already been signed by Mr. Blaisdell.

Cliff Peterson moved to approve the proposed January 1, 2017 - June 30, 2017 contract with Kermit Blaisdell. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved to approve the proposed July 1, 2017 - June 30, 2018 contract with Kermit Blaisdell. Rick Heh seconded and the motion passed 3-0.

**Historic Preservation Grant.** Underhill Historic Society (UHS) members Roger Frey, Susan Thomas, Peter Czaja and Scott Tower met with the Selectboard to discuss the recent \$17,400 2017 Historic Preservation Grant award. Grant award agreement has not been completed and is subject to conditions and a strict timeline. General discussion ensued regarding in part the intent of the grant process and the allocation of grant funds. Chair offered to review previous meetings recordings. Suggestion of including a separate ballot article for Town Meeting Day re: additional funding was discussed. Consensus of the Board was that Rick Heh would serve as the Selectboard's Point of Contact with the UHS for the grant agreement. Staff to add possible ballot articles as an agenda item to Special Selectboard Meeting on January 12, 2017.

**Underhill Town Garage.** Staff has not heard back from Fire Marshall and will reach out to him.

**Chittenden County All Hazards Mitigation Plan.** Staff informed Selectboard status of review and upcoming meetings.

**FY18 Budget.** Finance Director discussed results of Fire Department test of the 911 phone at the Town Pond. UJFD reported poor connection and difficulty to locate the land line. He found good cell reception throughout the facility. Consensus of the Board was to pull the line and to require the lifeguard have a cell phone and ensure adequate "at your own risk" signage. Budget to be adjusted for that reduction and the Lister salaries as stated above.



**8:11 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants. Kurt Johnson asked staff to look into Cetane purchase price and to conduct price comparisons with current diesel, propane, and heating oil supplier.

Cliff Peterson moved approval of minutes of the December 20, 2016 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved approval of minutes of the December 27, 2016 Special Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.

**8:18 p.m. Member Items, Correspondence, Announcements, Schedule:** Notice made of the next Regular Selectboard meeting being held on January 17, 2017 with a CIP Public Hearing and Special Meeting scheduled for January 12, 2017.

- Notice made of memorandum received from Zoning Administrator regarding a fee question for a potential Change of Use application. Memorandum and bylaw reviewed by Selectboard and the consensus is that the square footage of the whole structure would be included in the application and fee.
- Notice made of Road Foreman wanting to contract with TJ Vaillancourt to remove hazardous trees/limbs overhanging roads. Contract amount would be \$1,300 and is within budget. On a motion made by Cliff Peterson and seconded by Rick Heh, the Selectboard voted 3-0 to approve the expense.
- Notice made of Calvin Caswell's resignation from the Recreation Committee.
- Kurt Johnson noted he would be unable to attend the regularly scheduled meeting the night of January 31, 2017.

**8:32 p.m. Executive Session.** On a motion made and seconded and based on specific findings that premature disclosure would severely prejudice the Selectboard and Town, the Selectboard voted 3-0 to enter into Executive Session pursuant to 1 VSA §313(a)(1)(E)-(F) to receive advice of counsel regarding Repa Trail litigation. At 8:38 p.m. on a motion made, seconded and passed 3-0, the Selectboard exited Executive Session.

Cliff Peterson moved that counsel be authorized to enter into the proposed Confidentiality Agreement. Rick Heh seconded and the motion passed 3-0.

**8:40 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Clifford Peterson, Chair

1-17-2017  
Date